



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

**APPLICATION FOR
EMPLOYMENT**
An Equal Opportunity Employer

RETURN TO:
HUMAN RESOURCES
PO BOX 139
TAHOE VISTA, CA 96148
(530) 546-4212

Date Received: _____

EMPLOYMENT DESIRED

Position Applying For: _____

Are You Applying For: Regular Full-Time Work? () Yes () No Temporary/Seasonal Work? () Yes () No

If Applying For Temporary/Seasonal Work: What days are you available for work? _____
 During what period of time will you be available? From: _____ To: _____
 Are you available for work on weekends? () Yes () No Are You Under 18 Years of Age? () Yes () No

PERSONAL INFORMATION

Name: _____
 Last First Initial

Address: _____ City: _____ State: _____ Zip: _____
 Mailing Address

Address: _____ City: _____ State: _____ Zip: _____
 Physical Address

Telephone: (_____) _____ - _____ (_____) _____ - _____
 Home Message/Daytime E-Mail

EMPLOYMENT HISTORY

Failure to complete this section may result in disqualification. A resume is not a substitute for completing the Employment History section. Substantial gaps in employment should be explained. List all jobs you have held in the past 10 years. PUT YOUR PRESENT OR MOST RECENT JOB FIRST. Include military service. By being thorough you may improve your chances for employment. If you need more space you may attach additional sheets. You must include number of hours worked each week.

From	To	Job Title & Duties:	
Mo/Yr	Mo/Yr		
/	/		
Total Years:			
		Employer's Name:	Reason For Leaving:
FT or PT?		Address:	
		Supervisor:	
		Phone Number: ()	May we contact this employer for a reference?
From	To	Job Title & Duties:	
Mo/Yr	Mo/Yr		
/	/		
Total Years:			
		Employer's Name:	Reason For Leaving:
FT or PT?		Address:	
		Supervisor:	
		Phone Number: ()	May we contact this employer for a reference?
From	To	Job Title & Duties:	
Mo/Yr	Mo/Yr		
/	/		
Total Years:			
		Employer's Name:	Reason For Leaving:
FT or PT?		Address:	
		Supervisor:	
		Phone Number: ()	May we contact this employer for a reference?
From	To	Job Title & Duties:	
Mo/Yr	Mo/Yr		
/	/		
Total Years:			
		Employer's Name:	Reason For Leaving:
FT or PT?		Address:	
		Supervisor:	
		Phone Number: ()	May we contact this employer for a reference?

EDUCATION

Do you have a high school diploma or G.E.D.? Yes No Name of School: _____
 Do you have an AA/AS degree? Yes No
 Do you have a BA/BS degree? Yes No
 Do you have a post graduate degree? Yes No

Name and Location of Colleges/Universities/Trade Schools (Not High School)	Course or Major	Hours or Units Completed	Did You Graduate?	Degree Received

LICENSES/CERTIFICATIONS

List Licenses or Professional Certifications/Registrations Relevant to This Position:

TYPE	STATE	CLASS	NUMBER	EXPIRATION DATE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Has your license/certification ever been revoked or suspended? Yes No
 If yes, state reason(s), date of revocation or suspension, and date of reinstatement. _____

Do You Have a Valid Driver's License? Yes No
A current DMV report showing an acceptable driving record will be required after job offer and prior to employment.

OTHER PERSONAL INFORMATION

Do you have any relatives working for the District? Yes No If yes, please identify:
 Name: _____ Relationship: _____ Department: _____

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Have you been given a copy of the Job Description which outlines the essential functions of the job for which you are applying? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed. _____

If you become a finalist for the position, do you have any objection to a representative of the District making inquiry of your present employer regarding your background and qualifications? No Yes If yes, state reason: _____

If now employed, why do you want to leave? _____

Please provide in this space: 1) Any additional information you would like to have the District consider, 2) Any substantial gap in your employment history, and further explanation to any "yes" response:

How did you hear about this job? Newspaper _____ Employee _____ Website Other Publication _____

I HEREBY CERTIFY that the foregoing statements are true and accurate to the best of my knowledge and belief. I agree and understand that any misstatement of material fact contained in this application may cause me to forfeit all rights to employment with the District. Employment offer may be contingent on passing a job-related physical examination, drug test, and fingerprint background check.

Signature _____ Date _____